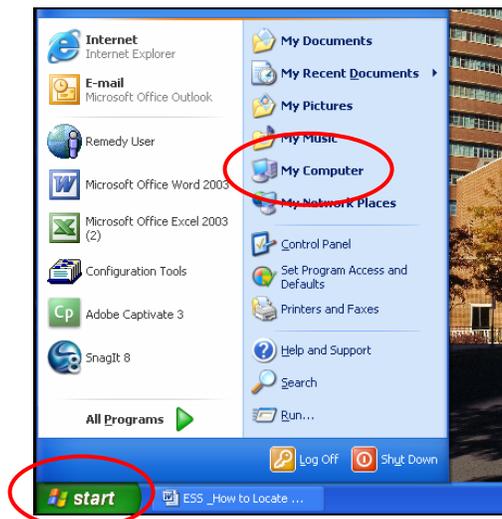




How to Locate Workstation Name

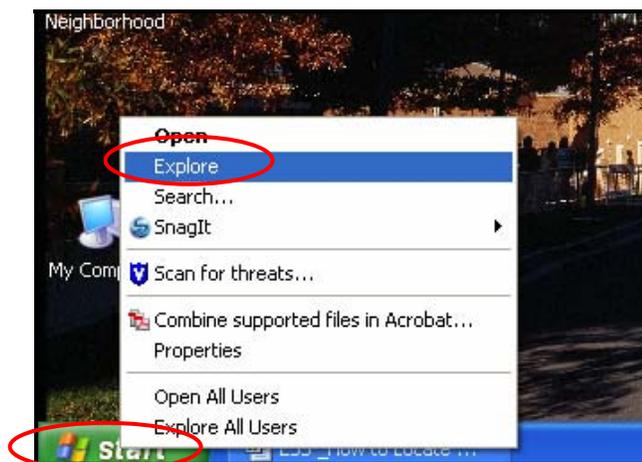
On a PC (Windows XP):

1. Locate **My Computer**. You may do so by using *one* of the three following methods:
 - a. On the bottom left of the computer screen, click the **Start** button.

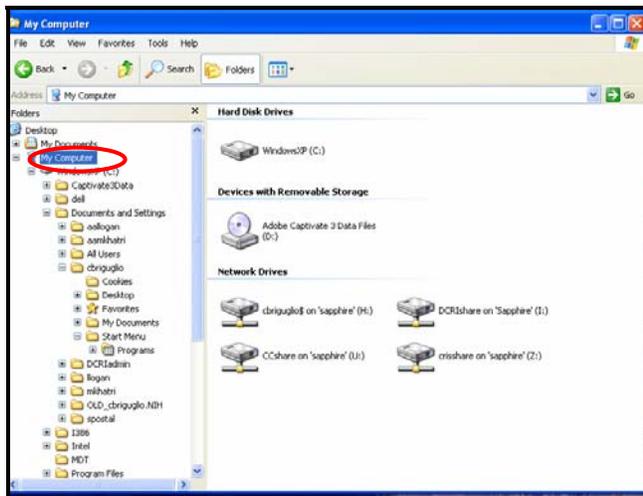


OR

- b. Right click on the **Start** button and select **Explore**



The browser will display:

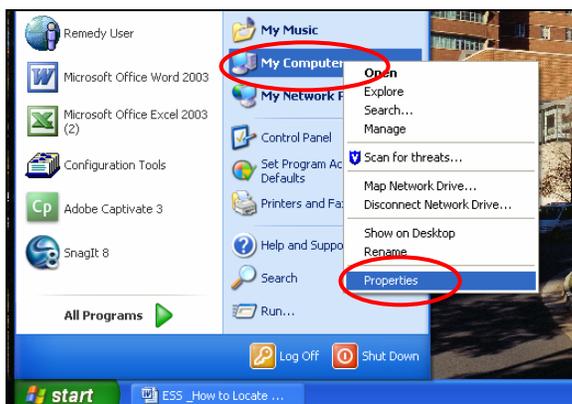


OR

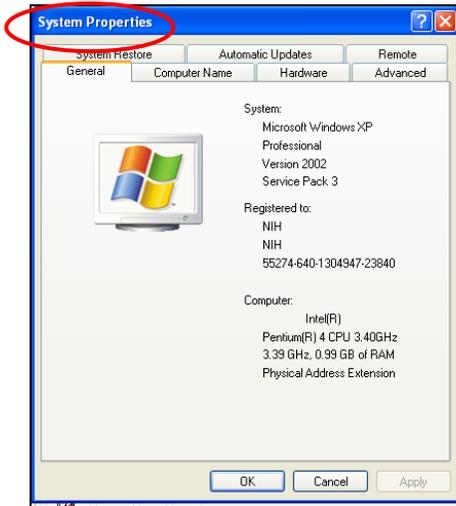
c. Locate the icon on your desktop



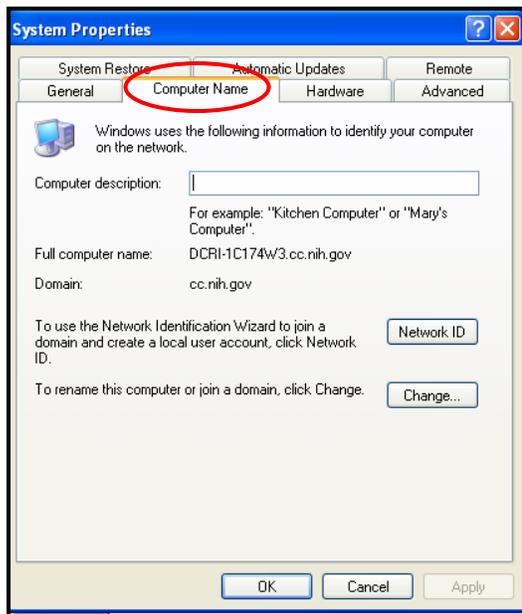
2. Right click on **My Computer** and select **Properties**.



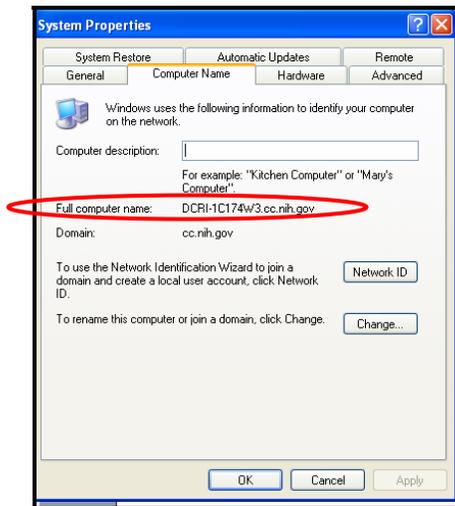
3. The **Systems Properties** dialogue box will display.



4. Select the **Computer Name** tab.

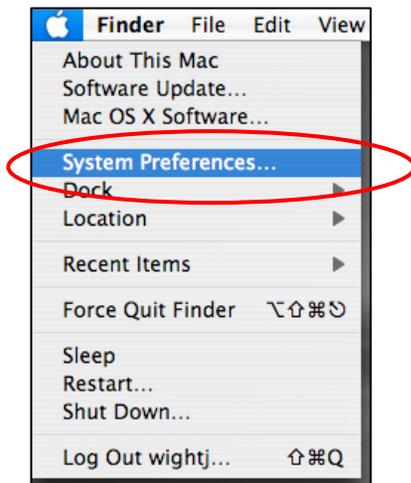


5. The workstation name is located in the **Full computer name** section.

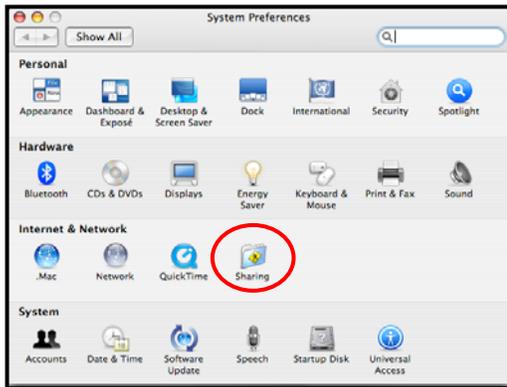


On a Mac (Os X):

1. Click on the **Apple** symbol, scroll down and select **System Preferences**.



2. Under the **Internet & Network** section, click the **Sharing** icon.



3. The workstation name is in the **Computer Name** field.

